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6 AUG 1981

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MEMORANDUM FOR: Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller
Director of Policy and Planning

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Luncheon Briefings of the Conference for
Business Executives on Federal Government
Operations (Brookings Institution), 1981/82

1. This is to request that you and your Deputy serve as hosts, on a rotating basis, at 15 luncheon briefings in 1981/1982 for the Conference for Business Executives on Federal Government Operations sponsored by the Brookings Institution. We also seek your cooperation in identifying members of your staffs to participate as table hosts and discussants in the briefings.

2. The dates for the 1981/82 visits to the Agency are attached. The format for the program will continue as in the past. Luncheon will commence in the Executive Dining Room at 1210 followed by a briefing in the DCI Conference Room, concluding at 1400. You or your Deputy would serve as overall host, with middle- to senior-level Agency officers participating as luncheon table hosts and as discussants during the briefing. The latter will consist of a 15- to 20-minute overview of CIA and the Intelligence Community by the host, followed by a question and answer period in which the CIA discussants, selected for geographic and functional expertise, will take part by answering questions or commenting. The cost of the luncheons will be borne by Brookings.

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3. I hope that you will continue to participate in the Brookings program. I would appreciate your forwarding an updated list of discussants, with their titles, office mailing addresses, and extensions to [REDACTED] OTE Special Programs Officer. Your Executive Officer may wish to consult with [REDACTED] in the preparation of these lists. She may be reached on extension [REDACTED]

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/s/ William N. Harf

Harry E. Fitzwater

Attachment

Distribution:

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OTE/PD/SPO [REDACTED] (8/3/81)
Retyped: [REDACTED]: 8/5/81

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ATTACHMENT

The dates for the 1981-82 Brookings luncheon briefings are as follows:

25 September
9 October
23 October
13 November
11 December
12 February
26 February
12 March
26 March
9 April
30 April
14 May
28 May
11 June
25 June